

# DEPARTMENT WORK PLANS



The list below summarizes projects and initiatives City of Manhattan Beach staff is concurrently dedicating significant time and resources to that are not currently on the City Council Work Plan.

## **MANAGEMENT SERVICES DEPARTMENT**

1. Enhancements to the Municipal Code to increase transparency and user experience.
2. Maintenance of ongoing homelessness initiatives.
3. Acquisition and implementation of a centralized citywide contract management system.
4. Creation and maintenance of ongoing employee engagement initiatives.
5. Development and implementation of an oversized vehicle and trailer parking permit program.
6. Creation of a Public Safety Camera System (PSCS) Policy.
7. Manage and disburse opioid settlement fund expenditures in accordance with state regulations.
8. Review of legislation impacting the City and conformance with the City's Legislative Platform.
9. Placement of Measure MMB on the November 5, 2024, General Municipal Election Ballot.
10. Development of a comprehensive communication plan for Capital Improvement Projects (CIP), including Storm Water Projects, to ensure transparency, foster community engagement, and keep stakeholders informed throughout the project lifecycle.
11. Implementation of a voter outreach and communications plan for the November 5, 2024, General Municipal Election.
12. Internal and external communications regarding emergency preparedness and safety leading up to the Great Shake Out earthquake drill.
13. Communication with businesses and residents regarding the implementation of the cross-connection water safety ordinance and program.
14. Identification and implementation of alternative parking solutions for the Downtown area while serving as a liaison between the city and the business community to enhance accessibility and support local businesses.
15. Parking Lot 3 Emergency Project.

## **FINANCE DEPARTMENT**

1. Technological implementations, which includes a Financial Statement Builder, Citizen Transparency Portal, Business Licensing, and Customer Self Service Portal.
2. Completion of comprehensive user fee and cost allocation plan update.

# DEPARTMENT WORK PLANS



3. Development of a citywide program for grant and project tracking and communication.
4. Development of a training program for onboarding new employees and continuing training for existing users.
5. Implementation of new business licensing module.
6. Identification of solutions to increase financial transparency.
7. Parking Lot 3 Emergency Project.

## **HUMAN RESOURCES DEPARTMENT**

1. Work collaboratively with the Police Department and City Council to offer creative recruitment and retention incentives and implement strategies to recruit lateral and Trainee Police Officers, including the 7 new Police Officer positions approved in 2023.
2. Work collaboratively with the Fire Department to recruit and onboard six new Firefighter positions approved in the February 2024 mid-year budget.
3. Implementation of NEOGOV Performance Evaluation and Onboarding modules.

## **PARKS AND RECREATION DEPARTMENT**

1. Development of the Senior and Scout House Community Center.
2. Implementation of a Public Art Maintenance Program based on the Public Art Collection Survey.
3. Update of the Parks Master Plan.
4. Exploration of a cultural library concept in collaboration with LA County Library.
5. Implementation of the Parks and Recreation Department 2024-2027 Strategic Plan.
6. Continuation of the development and implementation of Juneteenth events.

## **POLICE DEPARTMENT**

1. Recruitment and hiring to achieve full staffing levels.
2. Upgrading the Police Station's Video Security System.
3. Upgrading the Police Station Access Control System.
4. Implementation of action items for the 2023-2024 Police Department Strategic Plan.
5. Development of the 2025-2026 Police Department Strategic Plan.
6. Development of a Calls for Services Dashboard on the City's website.
7. Implementation of the Computer-Aided Dispatch and Records Management System Replacement Project.
8. Implementation of the Radio Replacement Project.
9. Implementation of the Fusus Community Camera Registration Project.

# DEPARTMENT WORK PLANS



10. Addressing e-bike regulations by advocating the state legislature and conducting community outreach and education.

## **FIRE DEPARTMENT**

1. Development of staff training programs and succession planning.
2. Implementation of specialized fire ground safety training.
3. Ensure compliance with Los Angeles County Department of Health Services mandated emergency medical services training.
4. Implementation of a Fire Safety Public Education Initiative.
5. Development of a wellness program.
6. Exploration of Fire Department Emergency Medical Services (EMS) Delivery Model options.
7. Replacement of dispatch software, database management, and CAD Integration.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

1. Processing of planning applications (including project review, environmental review, staff reports, resolutions, public hearings including continuations, appeals, conditions of approval, subdivision approvals, and condition compliance).
2. Review of building plans for Building Code compliance and Zoning Regulations, issue building permits, and inspect construction projects.
3. Oversee major development projects.
4. Maintenance and customizations for the City's permitting system (EnerGov).
5. Code enforcement (including construction and quality of life impacts).
6. Facilitate the review and administration of Outdoor Facilities Permits and Sidewalk Dining Permits.
7. Oversee Citywide Parking Management Study.
8. Completion of a major update to department webpages to provide better public service to our community.
9. Completion and implementation of Climate Action and Adaptation Plan and all Climate MB efforts.
10. Oversee Green Business Program.
11. Coordination of new Office Assistant at the front reception counter and implementation of concierge services for an improved customer service experience at City Hall.
12. Oversee Energy Efficiency and Conservation Block Grant to fund installation of six public electric vehicle chargers at Marine Avenue Park.



## 13. Parking Lot 3 Emergency Project.

### **PUBLIC WORKS DEPARTMENT**

1. Implementation of the Capital Improvement Program.
2. Place new water treatment plant into operation and increase the use of local groundwater supplies.
3. Upgrades to the Supervisory Control and Data Acquisition (SCADA) System.
4. Evaluation and refinement of the Neighborhood Maintenance Worker Program.
5. Implementation of the Water Conservation Program.
6. Evaluation and refinement of the Urban Forestry Program.
7. Implementation of Wastewater CCTV Inspection Program.
8. Implementation of Water System Flushing Program.
9. Rebid and award contracts for major maintenance services.
10. Redesign or repurpose the large fountain at the center of Metlox.
11. Parking Lot 3 Emergency Project.

### **INFORMATION TECHNOLOGY DEPARTMENT**

1. Implementation of technology infrastructure modernization initiatives (servers, storage, network).
2. Implementation of cyber security hardening initiatives.
3. Upgrades and enhancements of City enterprise applications (Document Management System, Enterprise Resource Planning (ERP), Geographic Information Systems (GIS), Enterprise Permitting & Licensing (EPL), etc.).
4. Upgrade of audio-video and broadcast technology in the City Council Chambers.
5. Implementation of Microsoft 365 (Office) and collaboration tools.
6. Promotion of process automation and technology innovation to City Departments.